TEXAS TECH UNIVERSITY
HUMAN DEVELOPMENT AND FAMILY STUDIES GRADUATE PROGRAMS
DOCTOR OF PHILOSOPHY DEGREE

PROGRAM OBJECTIVES

The objective of the Human Development and Family Studies graduate programs is to provide a general substantive knowledge in the development of individual, family, and interpersonal processes and their applications across the life course. Core courses introduce students to theory and research in the field. Our goal is to foster intellectual development, stimulate meaningful research, and develop skills that will facilitate the pursuit of the student’s professional goals. The doctoral program requires theory, research methodology, statistics, and a dissertation to meet the academic requirements for a Ph.D. in Human Development and Family Studies.

Opportunities exist within the department for students to gain a variety of applied experiences dealing with individuals and families across the lifespan. Facilities and programs within the department include the Child Development Research Center, Early Head Start, The Iva Lee Barton Research Suite, Neuroimaging Lab, and Teen Straight Talk. These, in addition to resources within the university and community, offer opportunities for training in program design, implementation, and evaluation for interested students.

Emphasis is placed on research, which is a vital component of graduate education. Through various programs funded by federal and state grants, the HDFS department makes available opportunities for graduate students to be involved in research conducted by graduate faculty. It is the department’s goal to help support students’ graduate work by providing assistantships. These assistantships allow for research on a variety of topics and pressing issues in human development and family studies. A strong commitment is made by the department and the faculty to actively mentor students through:

- Extensive coursework in both quantitative and qualitative research methodology and statistics
- Involvement in a research colloquium with faculty in the student’s area beginning in the first semester in the program.
- Active and extensive guidance from and involvement by the faculty advisor in the student’s candidacy and thesis work

The Department is committed to the principle that in no aspect of its programs shall there any discrimination because of race, creed, national origin, sexual orientation, age, gender, or disability, and that equal opportunity and access to facilities shall be available to all.
ACADEMIC MISCONDUCT

Students are expected to hold themselves to high standards of ethical conduct in all phases of their academic work. Students should understand that such actions as plagiarism or cheating, or attempts to do so, are unethical and will not be tolerated.

PAPERS CANNOT BE SUBMITTED TO FULFILL REQUIREMENTS FOR MORE THAN ONE COURSE. To do so constitutes academic misconduct. This is not meant to deter students from further development of a research or topical area through extension of previous work. Students should consult with the course instructor to be clear on the acceptability of papers that are based on prior coursework or other projects.

Academic misconduct may result in a course grade of F for coursework or, in some circumstances, dismissal from the program and suspension or dismissal from the University.

What is Plagiarism? (Adapted from Tech Transition manual, 2002-2003)

Occasionally, students have difficulty in understanding what is considered plagiarism. This may occur because of differences in expectations from one educational system to another. At Texas Tech University, and in the United States in general, plagiarism includes the use of another person’s words (published or unpublished) without giving credit to that person. Plagiarism also includes the paraphrasing of another person’s words, such that what is being stated may have a slightly different sentence structure but is essentially the same idea, without crediting that person. Sometimes this is done unintentionally. The student may intend to go back and credit the source of the words or ideas, but may forget to do so. Sometimes it is done because the student may consider it disrespectful or inaccurate to alter ideas that come from an “expert.” Students need to be aware, however, that if they use another person’s ideas or words, they must include a citation (in APA style) for those ideas or words. Use your APA manual as a guide for how to cite other people’s work. Plagiarism is taken very seriously at Texas Tech University. In fact, graduate students caught plagiarizing may be dismissed from the graduate program.
GENERAL PROCEDURES FOR THE HDFS DOCTORAL DEGREE

After being admitted to the Doctoral program in Human Development and Family Studies, the following procedures are required for completion of the degree. The appropriate forms can be found in this document, as well as on the TTU Graduate School website:

http://www.depts.ttu.edu/gradschool/students/current/index.php

D Plan of Study submit to Graduate School and to the Graduate Secretary during the first semester
D Preliminary Meeting - second semester
D Doctoral (Advisory) Committee – second semester, following prelim exam
D HDFS 7000 Project
D Qualifying examination – at completion of coursework
D Dissertation Proposal Meeting – following qualifying examination
D Dissertation Defense

The Graduate School has specified that “Program for the Doctoral Degree” forms should be submitted during the second semester of study. Submission to the Graduate School after the dates below will result in delay of graduation. (This is NOT the “Statement of Intention to Graduate”.)

December graduation ...............March 1 - (Of the year of graduation)

May graduation.....................September 15 - (Of the academic year of graduation)

August graduation..................January 15 - (Of the year of graduation)

For information regarding these dates as it relates to your program, contact the Graduate School at 742- 2781.

Major Steps To Complete Doctoral Degree Required by the Graduate School:

http://www.depts.ttu.edu/gradschool/students/current/index.php
COURSE ENROLLMENT

Following admission to the program, students are assigned to temporary academic advisors in their specialization areas. Students are responsible for contacting their advisors prior to the beginning of the first semester and during pre-registration periods each semester thereafter for advice on classes in which to enroll. The temporary advisor may be changed at any time, with the consent of the new advisor. Students consult potential advisor(s) concerning their interest and availability to work with the student. Once permission to list the person as advisor has been obtained, the temporary advisor is thanked and notified of the change in advisors. The following form is used to change advisors.

Students should be registered for the number of hours that reflects the extent of their involvement in the graduate program. This applies to research and thesis courses as well as formally structured classes. The minimum enrollment for full-time graduate status is 9 hours in the regular semester. Full-time enrollment in a summer term is from 3 to 6 hours. Students holding assistantships or scholarships must be enrolled for the appropriate number of hours each semester including summer sessions.

All students must take HDFS 5110 (Colloquium in Human Development and Family Studies) in the fall semester of their first year in the program, during which they will attend a 1½ hour weekly meeting.

On-line, Web-based registration is available to all admitted students. Instructions for Web Registration and Add-Drop on the Web site can be found at http://www.depts.ttu.edu/gradschool/media/Course%20Add-Drop%20Form.pdf. Frequently, changes are made in scheduling classes after the Schedule of Classes is posted. Therefore, the HDFS department has a schedule of courses, which is posted in Room 507 each semester. It is the student’s responsibility to check the department’s schedule and adjust his/her schedule accordingly, because schedules or class locations may change, particularly close to the beginning of the term. Students should also check their schedules on the Raiderlink website just before classes begin.

Students who earn a grade of C, D, or F in any required core course must retake that course.
ASSISTANTSHIPS

To be eligible for assistantships, the minimum enrollment is 9 hours in each regular semester and at least 3 hours in a summer term. If a student is involved full time in thesis research, the semester schedule should reflect at least 9 hours of research or thesis enrollment.

The department makes every effort to support its Ph.D. students with a half-time (.50) graduate assistantship for four academic years. This support is dependent upon the availability of assistantship funds, the student’s progress in the graduate program (including making a grade of C or above in all classes, or permission of the advisor and Graduate Program Director), and the performance of the student in the assistantship role.

Assistantships will not take effect until a Benefits packet and ePAF form is completed and on file in the Personnel office. New students who have an assistantship must provide a copy of their driver's license and social security card to the department in order to receive their monthly check from payroll. All students who are offered an assistantship must also apply for College Work Study as this financial aid helps support their assistantship.

Insurance
Graduate Part-Time Instructors, Teaching Assistants, Research Assistants and Graduate Assistants who are appointed half time (50%) or more, for 4.5 months or more, are eligible to enroll in the group insurance programs. Graduate student employees are not automatically enrolled in the health plan. Prior to enrollment, each student must attend a benefits orientation meeting or complete an online benefits training in which information on policies, cost and procedures are provided. If you do not enroll during your first 30 days of employment, you must meet evidence of insurability requirements by submitting acceptable medical information to United Health Care for future enrollment. Approval is not guaranteed. Your insurance is not in effect the first 90 days of employment.

Graduate students who are currently enrolled in the insurance and who are re-appointed 50% time for the fall will maintain insurance coverage previously selected and are not required to complete new insurance enrollment forms.

Additional information about benefits may be obtained from the Personnel Department, Benefits Section, or visit the [http://www.depts.ttu.edu/hr/](http://www.depts.ttu.edu/hr/).
TUITION & FEE WAIVERS

A graduate student attending Texas Tech must pay tuition and fees every semester until the degree is completed, unless the student applies for and is granted leave by the graduate faculty. The cost varies depending on the number of hours for which the student is enrolled and the course fees for the specific courses. You can find information on fees waived at Student Business Services website: http://www.depts.ttu.edu/studentbusinessservices/

Eligibility:
A graduate student must be employed in the fall or spring semester at least one-half time (0.5 FTE – 20 hours per week) with a job begin date on or before the 12th class day (fall/spring) and the 4th class day (summer), or according to payroll guidelines, and with an electronic Personnel Action Form (ePAF) completion date of or before the 20th class day (fall/spring) and the 15th class day (summer) as a Teaching Assistant, Graduate Part-Time Instructor, or Research Assistant. The department submits all ePAF’s. Appointed TA, GPTI, RA students must be enrolled full-time for each term.

Exemptions:
Graduate students meeting the eligibility requirements above are exempted from tuition and fees for the fall, spring, and summer terms as set forth below.

a. All Qualifying Graduate Students
   Non-resident tuition rates will be waived for all qualifying graduate students without expense. Additionally, the following tuition and fees will be exempted:
   - Designated Tuition
   - Instructional Technology Fee
   - Library Fee
   - Student Services Fee
   - Student Union Fee
   - ADIA Fees (excluding special instruction, field trip or off-campus travel fees)
   - Medical Services Fee (can elect to pay)
   - Athletics Fee (can elect to pay)
   - Recreation Center Fee (can elect to pay)

   Tuition Waivers and exemptions are posted once the student’s ePAF is approved.

b. Doctoral Students
A scholarship covering state and graduate tuition for three semester credit hours and the International Education Fee will be provided to all qualifying graduate students who are admitted to a doctoral program. Scholarships will be provided for the fall and spring semesters from central university funds and are excluded from gross income. The Scholarship Office will post the award based on student eligibility reports and will feed to the student’s account according to regular scholarship guidelines.

In addition to the exempted fees in section a. above, these students will also be exempted from the following:
- Advising and Retention Fee
- Cultural Activities Fee
- Energy Fee
- ID Card Fee
- Records Fee
- Transportation Fee
PLAN OF STUDY (DEGREE PLAN) MEETING

A plan of study meeting is held during the first semester and is the initial process in preparing the student for the preliminary examination. At this time the student will work with his/her advisor to evaluate and determine the following:

1. Courses from previous programs that may apply to the current degree plan (a maximum of 30 hours may be transferred).

2. Substitutions of previous work for required courses in the degree plan, which are done on a course-by-course basis. Up to 30 transfer hours may be applied toward a doctoral degree on a course-by-course substitution basis upon approval of the student’s committee and the Graduate School. No courses taken more than six years prior to admission will be accepted.

3. Courses to be taken while enrolled at Texas Tech University to be approved by preliminary exam committee at preliminary exam.
Doctoral Degree Plan of Study & Preliminary Exam

This section contains the following materials you will need during this part of your graduate program. Work with your advisor to ensure that these forms are completed accurately and prior to the Preliminary Exam Meeting. These forms are your responsibility. Check boxes and dates on this page should be maintained for your records. Make sure that a copy of each form is in your file in 507, in case the original gets lost and you need to document that you submitted it in time. This has happened several times, so it is very important for your protection to make sure everything is copied in your file!

- **Resume and Evaluation forms** - These, along with your philosophy of education and statement of professional goals must be completed and submitted to the HDFS Graduate Program Director after they are reviewed by your committee during your Candidacy Meeting. Date Completed ______

- **Plan of Study** – This form is for determining and documenting courses to be taken and course substitutions for required core courses, specialization and elective requirements. It must be submitted to the HDFS Graduate Program Director following the Candidacy meeting. Date Completed ______

- **Course Sequence** - A sample form is enclosed to assist the student in completing the blank form with his/her advisor. Date Completed ______

- **Program for the Ph.D. Degree and Admission to Candidacy form**– The student must submit this form to the Graduate School with a copy to the HDFS Graduate Secretary. This form is also referred to as your Plan of Study. The form may not be modified and no additional pages may be added or attached. Date Completed ______

- **Notice of Preliminary Exam Committee Meeting** - To be posted in Room HS 507 at least one week prior to the preliminary exam meeting. Date Completed ______

- **Confidentiality Statement**– This form is to protect the confidentiality of the student and faculty member. It must be submitted to the HDFS Graduate Secretary with a copy to the student’s advisor. Date Completed ______

- **Student Evaluation form**– This form must be completed by each faculty member from whom you have taken HDFS graduate courses at Texas Tech. Date Completed ______

- **Report of Preliminary Examination form** - This form must be completed by the Preliminary Examination committee and submitted to the GHDFS Program Director following your preliminary exam meeting. Date Completed ______

- **Recommendation for Admission to Candidacy form** - This form must be completed by the Candidacy Examination committee and submitted to the GHDFS Program Director following your candidacy meeting. Date Completed ______

- **Form for reporting course changes on your Program for Ph.D. Degree and Admission to Candidacy** – This form must be approved and submitted to the Graduate School with a copy to the HDFS Graduate Secretary. Date Completed ______
LIST OF MAJOR STEPS REQUIRED BY THE GRADUATE SCHOOL

The following link provides information from the Graduate School about the steps required for degree completion.

http://www.depts.ttu.edu/gradschool/students/current/index.php
STEPS TO THE PRELIMINARY EXAM MEETING

A plan of study meeting is held either at the beginning or during the first semester and is the initial process in preparing the student for the Preliminary Examination. At this time the student will work with his/her advisor to evaluate and determine the following:

1. Courses from previous programs that may apply to the current degree plan (a maximum of six hours may be transferred).

2. Substitutions of previous work for required courses in the degree plan, which are done on a course-by-course basis. These require a memo from the departmental instructor of the course to the advisor to be kept in the student’s file and must be approved (along with other materials) by the preliminary examination committee. This is usually not applicable to Master’s students.

Please adhere to the following instructions in preparing materials for your preliminary exam committee meeting. The preliminary exam must be completed following 9 hours of graduate study (by the end of the first semester or at the beginning of the second semester) as a regularly admitted student.

I. Consult with your academic advisor on:

   a. Preparation of degree plan
   b. Planning a semester-by-semester course sequence chart
   c. Membership of preliminary exam committee (to be composed of Human Development and Family Studies Faculty).

   Committee Composition:

   1. Academic advisor (Chairperson)
   2. Student-selected faculty member
   3. Faculty member to be appointed by the GHDFS Director or chosen by student

d. Scheduling of preliminary exam committee meeting

II. Prepare and distribute the following materials to each member of your candidacy committee No later than one week prior to your scheduled preliminary exam meeting:

   a. Your philosophy of education (not to exceed 750 words), primarily addressing the issue of what you expect from an educational experience at the graduate level.

   b. Statement of your professional goals, an indication of your professional identity, future affiliations and career plans. Include an estimation of the feasibility of completing all coursework by a specific graduate target date.

   c. Academic, Professional, and Personal Resume.

   d. Degree Plan for the Doctoral degree and course sequence chart.
III. Distribute the following forms:

Confidentiality Statement – Separate copies of this form should be completed by the student for each faculty member from whom you have taken courses.

a. Then a blank copy of the Student Evaluation form should be stapled to each Confidentiality Statement and distributed by the student to each faculty member from whom you have taken courses.

b. After faculty have completed the Student Evaluation forms, they should return these to your advisor before your Preliminary Exam meeting. Notice of Preliminary Exam Committee Meeting should be filed with the Graduate Secretary at least one week before the meeting.

c. After the Preliminary Exam Committee meeting, please ensure that your advisor submits your “Report of Candidacy Examination and Recommendation for Admissions to Candidacy” forms to the HDFS Graduate Secretary to be copied for the department file.
PRELIMINARY EXAMINATION AND ANNUAL EVALUATIONS

The preliminary examination committee, chaired by your academic advisor, serves until you have passed the candidacy examination. **This is not actually an exam but a formal meeting with the committee**, which is held during the second semester (or after the completion of 9-12 hours of coursework). A week prior to this time, the preliminary examination committee, which you have formed, should have received all the completed materials for the meeting.

During the meeting, the committee will review these documents along with your proposed plan of study and other related issues. The committee will then make a recommendation regarding your continuation in the program (to the departmental Graduate Faculty) and will forward the materials to the HDFS Graduate Program Director as soon as possible. A period of at least four months must elapse between admission to candidacy and graduation. Failure to have all paperwork in place in a timely manner may result in delay of graduation.

**ANNUAL EVALUATION**

All students will also receive written evaluations of their progress in the program each year.
I. Personal Information

Name ________________________________
Address ________________________________
Date ________________________________

II. Academic Preparation

<table>
<thead>
<tr>
<th>University (College)</th>
<th>Major</th>
<th>Field of Study</th>
<th>Attended</th>
<th>Degree Obtained</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Awards:

_______________________________________________________________________________

Honor Societies:

_______________________________________________________________________________

III. Professional Experience: List all business, teaching, and military experience beginning with the most recent.

Date | Position | Firm | Address
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Professional Certifications:

_______________________________________________________________________________

Professional Organizations:

_______________________________________________________________________________

IV. Research and other professionally oriented work:
IV. References: List three individuals who could comment on your academic and/or professional capabilities and potential.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DOCTORAL DEGREE IN HUMAN DEVELOPMENT AND FAMILY STUDIES PLAN OF STUDY

Up to 30 transfer hours may be applied toward any program requirements on a course-by-course substitution basis upon approval of the student's committee and the Graduate School.

A. **CORE REQUIREMENTS (45 hours)** * Or demonstrated competence:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
<th>Substitution</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 5110</td>
<td>Colloquium in HDFS</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>HDFS 5349</td>
<td>Quantitative Methods I (Intro to Statistics)*</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5321</td>
<td>Family Theory*</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5310</td>
<td>Theories of Human Development*</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5351</td>
<td>Research Methods*</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5352</td>
<td>Quantitative Methods II</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 6366</td>
<td>Qualitative Methods</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 6364</td>
<td>Quantitative Methods III</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 6365</td>
<td>Quantitative Methods IV</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 7000</td>
<td>Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7000</td>
<td>Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 5101</td>
<td>Approved University Teaching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 5101</td>
<td>Approved University Teaching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 8000</td>
<td>Dissertation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 8000</td>
<td>Dissertation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 8000</td>
<td>Dissertation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 8000</td>
<td>Dissertation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SPECIALIZATION AND ELECTIVE REQUIREMENTS (39 hours):

At least 9 courses must be taken that are related to your area of specialization as well as 4 elective courses that may or may not be from your area of specialization. Among these 13 classes may be up to 5 classes from outside of the HDFS department (for example, psychology, sociology, education, etc.) if you and your advisor agree that these fit well in your program of study. You are not required, however, to take any classes from outside of HDFS.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Substitution</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 5302</td>
<td>Introduction to Gerontology</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5311</td>
<td>Problems in Human Dev. and Family Studies</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5313</td>
<td>Psychosocial Development</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5314</td>
<td>Infant Development</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5317</td>
<td>Adolescent Development</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5319</td>
<td>Development in Adulthood</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5320</td>
<td>Interpersonal and Family Dynamics</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5341</td>
<td>Socialization Processes and Addiction</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5344</td>
<td>Aging and the Family</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5352</td>
<td>Sex and Gender Roles</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5353</td>
<td>Issues and Research in HDFS</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

(5353 may be taken multiple times and includes these courses: Grant Writing, Writing for Publication, The Art of Teaching; Other topics as needed)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Substitution</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 5361</td>
<td>Parent-Child and Peer Relationships</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 5380</td>
<td>Relationship Development</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 6320</td>
<td>Seminar in Risk Taking</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 6330</td>
<td>Family Problems</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 6370</td>
<td>Analyzing Developmental Data</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HDFS 6363</td>
<td>Advanced Topics in Human Development</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

(6363 may be taken multiple times and includes these courses: Language Development; Development and the Brain; Gender Role Development; Cognitive Development in Childhood; Cultural Issues in Child)
Development; Race, Poverty, and Ethnicity in Human Development; Other topics as needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 6373</td>
<td>Advanced Topics in Family Studies</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>(6373 may be taken multiple times and includes these courses: Family Strengths and Diversity; Family Life Education &amp; Ethics; Family Law and Public Policy; Biosocial Issues in the Family; Other topics as needed)</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 6371</td>
<td>Practicum in HDFS</td>
<td>______</td>
</tr>
<tr>
<td>HDFS 6390</td>
<td>Program Development and Evaluation</td>
<td>______</td>
</tr>
<tr>
<td>HDFS 7000</td>
<td>Research</td>
<td>______</td>
</tr>
<tr>
<td>HDFS 7000</td>
<td>Research</td>
<td>______</td>
</tr>
</tbody>
</table>

**OUTSIDE ELECTIVES (Optional):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Elective</td>
<td></td>
<td>______</td>
</tr>
<tr>
<td>Outside Elective</td>
<td></td>
<td>______</td>
</tr>
<tr>
<td>Outside Elective</td>
<td></td>
<td>______</td>
</tr>
<tr>
<td>Outside Elective</td>
<td></td>
<td>______</td>
</tr>
<tr>
<td>Outside Elective</td>
<td></td>
<td>______</td>
</tr>
</tbody>
</table>

3
RESIDENCY REQUIREMENT: (A total of at least 18 semester hours of graduate course work in two consecutive terms plus the summer):

<table>
<thead>
<tr>
<th>Semester</th>
<th># Credits</th>
<th>Assistantship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

% Time on

PROJECTED DATE FOR QUALIFYING EXAM: (Circle one)  Fall  Spring  20 ______

PROJECTED DATE FOR GRADUATION: (Circle one)  Fall  Spring  20 ______
## HDFS Doctoral Degree Sample Course Sequence

### Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 5110</td>
<td>Colloquium in HDFS</td>
<td>Elective #2</td>
<td>Elective #3</td>
</tr>
<tr>
<td>HDFS 5321</td>
<td>Family Theory</td>
<td>HDFS 5310</td>
<td>HDFS 7000</td>
</tr>
<tr>
<td>HDFS 5349</td>
<td>Quantitative Methods I</td>
<td>HDFS 6362</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Preliminary Examination)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year 2

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 6364</td>
<td>Quantitative Methods III</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>HDFS 6366</td>
<td>Qualitative Methods</td>
<td>HDFS 7000</td>
<td>HDFS 7000</td>
</tr>
<tr>
<td>HDFS 5101</td>
<td>Teaching HDFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDFS 7000</td>
<td>Research or Elective #4</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

### Year 3

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>Elective</td>
<td>Elective HDFS 8000</td>
<td>Elective HDFS 8000</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
<td>HDFS 8000</td>
<td>HDFS 8000</td>
</tr>
<tr>
<td>Elective HDFS</td>
<td>Research</td>
<td>(Qualifying Examination)</td>
<td>Proposal Meeting</td>
</tr>
<tr>
<td>7000 Research</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year 4

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 8000</td>
<td>Dissertation</td>
<td>HDFS 8000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Dissertation Defense)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### HDFS DOCTORAL DEGREE COURSE SEQUENCE

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Preliminary Examination)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Presentation of 7000)</td>
<td>(Qualifying Examination)</td>
<td>(Proposal Meeting)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 4</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Dissertation Defense)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER HOURS:** Up to 30 transfer hours may be applied toward a doctoral degree on a course-by-course substitution basis upon approval of the student's committee and the Graduate School. In addition, all transferred courses must be graduate-level courses taught by graduate faculty from an accredited institution within seven years of admission to the HDFS doctoral program with a final course grade of A or B.

HDFS Ph.D. Manual
7/2015
Date______________ Office Use Only: GRE/GMAT______ Catalog _____ Deadline_______

Full legal name_________________________________________________________ Student’s I.D.#____________

Current mailing address (include zip code)__________________________________________________________________________

Degree sought_____ Major ________________ Minor (if declared)_____ Expected Graduation Date_____

Previous Degree(s) Institution(s) Year(s) Awarded
________________________________________________________________________

___________________________________________ Doctoral advisory committee chair:_____ Other
members (if known at this time):__________________________

Dissertation title (if known at this time, otherwise list area of dissertation research):
________________________________________________________________________

Indicate proposed enrollment pattern for residence year: __________________________

________________________________________________________________________

Coursework (prefix and number as it appears in catalog or on official transcript):

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Tool or Language</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>45-hr. min.</td>
<td>15 hr. min.</td>
<td>(if declared)</td>
<td>(if required)</td>
</tr>
<tr>
<td>(60 or more hours if no minor)</td>
<td></td>
<td></td>
<td>Institution</td>
</tr>
</tbody>
</table>

*In order for transfer courses to be entered on the TTU transcript, courses must be given the TTU equivalent number. For example, MGMT 630 at TAMU may be equivalent to MGT 5371 at TTU. Please indicate when course was (or will be) taken and provide an official transcript to the Graduate School. No more than 30 hours of an earned master's degree from another institution may be transferred. Grades from transfer courses will not appear on TTU transcripts.
Signature of Graduate Advisor of major department declared

Signature of Graduate Advisor of minor dept. (if declared)

Graduate Dean

Date

Approved [ ]  Conditional Approval [ ]  Not Approved [ ]

Remarks or Conditions of Approval: ____________________________________________

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant’s attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School, using the form available in the Graduate School. Conditions for approval for admission to candidacy must be met before the proposed semester of graduation.
ATTENTION: MEMBERS OF THE GRADUATE FACULTY

The Preliminary Exam Committee for
_______________________________________________
(Student)

will meet _________________. If you have any information which you consider to be
(Date) relevant to the candidate, please contact one of the committee members prior to the meeting
date.

Preliminary Exam Committee:

_______________________________________________
(Chairperson)
HDFS DOCTORAL PRELIMINARY EXAM EVALUATION

CONFIDENTIALITY STATEMENT

Student's Name__________________________________________  Ph.D. Student

Name of Student’s Academic Advisor______________________________________________

List professors who can evaluate you academically:

<table>
<thead>
<tr>
<th>Professor’s name</th>
<th>Course name / Assistantship type</th>
<th>Semester</th>
</tr>
</thead>
</table>

I agree (  ) do not agree (  ) that diagnostic statements solicited with respect to my preliminary examination for the doctoral degree may be kept confidential. If I agree, I understand that such statements may not be released to me at a later date without the expressed permission of those who wrote them. I further understand that if I do not agree to the confidentiality of the diagnostic statements, this will not in itself disqualify me from being considered for continuation in my degree program.

_____________________________________________
Student’s Signature

___________ Date

HDFS Ph.D. Manual
7/2015
HDFS DOCTORAL PRELIMINARY EXAM

STUDENT EVALUATION FORM

Please complete the following and return directly to the student’s advisor.

Grade student received in your courses: Course No. and Name

Grade

____________________________________  ______

____________________________________  ______

____________________________________  ______

Based upon any experiences you have had with this student, please rate the following on a 1-5 scale (1 – lowest, 5 – highest).

RATING

______ 1. Capability of completing work in the program specialization.

______ 2. Degree of fit between student ability/interests and program specialization.

______ 3. Organizational/time management skills.

______ 4. Writing skills.

______ 5. Potential for contributing to the discipline in specialization area (Primarily for Ph.D. candidates).

______ 6. In your opinion, should this student be admitted to candidacy in the program specialization (Yes, No, or comment below).

COMMENTS

________________________________________________

Evaluator’s signature

________________________Date

HDFS Ph.D. Manual
7/2015
HDFS DOCTORAL DEGREE
REPORT OF PRELIMINARY EXAMINATION

Name

Date

Committee Members Attending:

(Chairperson)

Types of Questions Asked:

Performance Level of Student:

Committee Recommendation:

Continuation in Program Recommended
Conditional Continuation Recommended
Continuation in Program Not Recommended

Graduate Faculty Action:

Continuation in Program Recommended
Conditional Continuation Recommended
Continuation in Program Not Recommended

Approved:
GHDFS Director
MEMORANDUM

TO: Graduate School, MS 1033

FROM:

DATE:

RE:
Student’s name: ___________________________________________________
SSN # ___________________________________________________________
Student’s Address: _________________________________________________

Check One: Master’s ___________ Doctorate ___________

Major:_____________________________________________________________________________________________________

Please note the following changes in degree plan or committee membership for the above named student.

COMMITTEE MEMBERSHIP: (list all members of revised committee)

DELETE COURSE NUMBER(s):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ADD COURSE NUMBER(s):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

CHANGE REQUESTED BECAUSE:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

______________________________
Signature
HDFS Graduate Program Director
IMPORTANT INFORMATION FOR GRADUATE STUDENTS
USING HUMAN SUBJECTS IN THEIR RESEARCH

Research that uses human subjects is under strict federal regulation. These regulations are administered at Texas Tech by the Institutional Review Board of the Human Research Protection Program (HRPP). Before you may begin contacting subjects, you must have your project approved by the HRPP. For research that poses no risk to participants (e.g., potential risks of physical or psychological harm, breaches of confidentiality, damage to reputation), projects can usually be approved within two weeks. The policies and procedures of the HRPP, instructions for submitting proposals, and appropriate forms can be found at http://www.depts.ttu.edu/vpr/irb/index.php. If you have questions that are not answered there, please call HRPP 806-742-2064. The HRPP is located in 357 Administration Building. Additional information can be found on the HRPP website at http://www.depts.ttu.edu/vpr/irb/index.php.
HDFS DOCTORAL DEGREE

7000 PROJECT

HDFS 7000 is intended to be an intensive research project, conducted under the supervision of the advisor. The research may involve collection of data or analysis of an existing data set. The end product must be a manuscript based on the research project and presented at a regional or national conference with the prior approval of the advisor. The advisor will notify the Program Director that the HDFS 7000 project has been completed by turning in the attached form along with a copy of the submitted manuscript. Submission of the project to a peer-reviewed scholarly journal is highly recommended.

The specific nature and scope of the 7000 project must be negotiated between the student and advisor. Ultimately, the advisor must use his/her discretion to make decisions about what constitutes an acceptable HDFS 7000 project. It is expected that the student will be first author on the manuscript, reflecting that the student made the primary contributions to the specific research being reported and the preparation of the manuscript. Usually, the advisor will be co-author of the manuscript, reflecting the advisor’s contribution to the research and to the write-up. Authorship is not “automatic” and must be based on actual contribution. Authorship must follow the “Ethical Standards for Reporting and Publishing of Scientific Information” published by the American Psychological Association. A copy of these standards is included in this section of the Program Manual.

It is recommended that the scope, nature, time line, and authorship of the 7000 project be formalized in a contract between advisor and student. The contract form is also included in this section.

In the event that a student has a conference presentation submitted and accepted, but the timing of the conference is such that presentation is not possible before the most optimal time for the student to take qualifying exams, then the student may present the same work in the same way that it will be presented at the regional or national conference at a colloquium to be held in the department. The student is responsible for arranging and announcing the departmental colloquium. A copy of the departmental colloquium announcement must be provided to the GHDFS director at least one week prior to the colloquium.
HDFS DOCTORAL DEGREE
Contract for the 7000 Project

Nature and Scope of Project: ____________________________________________

____________________________________________________________________

Source of Data: ______________________________________________________

____________________________________________________________________

Expected Authorship: ________________________________________________

____________________________________________________________________

Expected Timeline: ___________________________________________________

____________________________________________________________________

Expected main contributions of student: ________________________________

____________________________________________________________________

Expected main contributions of advisor: _________________________________

____________________________________________________________________

Student Signature ___________________________ Date ________________

Advisor’s Signature ___________________________ Date ________________
HDFS DOCTORAL QUALIFYING EXAMINATION GUIDELINES

The doctoral qualifying examination is taken after the completion of most course work and after fulfilling the requirement for the research presentation (HDFS 7000). Presentation of the 7000 project and all coursework covered by the qualifying exam must be completed with a grade of at least B- before taking the qualifying exam. Students must take this examination within one calendar year of completing all requirements listed on the degree plan. Failure to do so will be cause for dismissal from the program. The exam will consist of take-home written followed by oral portions in each of the major areas of the degree plan: (1) specialization (2) research methods and (3) theoretical foundations. The three questions will be prepared and graded by ad hoc subcommittees. One Adjunct Graduate Faculty member may serve on a qualifying exam committee, subject to the case-by-case approval of the Graduate Faculty. These committees will also serve as the examining committees for the oral portion of the exam.

The examination reflects the philosophy that students should have a common expertise as well as a unique expertise in the specialization. It permits the student to integrate materials from a variety of different courses and to identify specific strengths and weaknesses prior to beginning the dissertation. Students are required, however, to be engaged in research throughout their program (i.e., via their HDFS 7000 research, at a minimum), and initial work on the dissertation proposal or studies related to the dissertation research are often in progress prior to the qualifying examination. A period of at least four months must elapse between the dates of the qualifying examinations and the defense.

The purpose of the oral exam is for students to defend and discuss their own work, ideas, and knowledge. It allows students an opportunity to clarify their written work and constitutes an important professional skill. Because the qual exam represents the student's own written and oral work, there should be no consultation about the content of the exam between the student and other students, faculty, and/or tutors between the time the qual questions are distributed and all the oral exams are completed. Students may consult the chair of the relevant qualifying examination committee for clarification on the written question.

In the preparation of questions, committee members shall attempt to avoid duplication of material covered in any single course. Questions should require integration of material that may have been covered in a variety of courses and other experiences.

Students must declare intention of taking the qualifying examination by submitting a notification form. We strongly recommend that students take the specialization portion of the doctoral qualifying examination before taking the research methods or theoretical foundations portion. The specialization portion may not be taken after the research methods and theoretical portions of the exam.

Qualifying exams are given prior to the beginning of the fall and spring semesters. The results of the written and oral exams are forwarded to the GHDFS Director for action by the Graduate Faculty. Students should expect to hear their results approximately one month after the due date of exams.
Written Examination:

The specialization exam is handled by a committee of three departmental graduate faculty members who are selected by the student (one Adjunct Graduate Faculty member may serve on a qualifying examination committee, subject to the case-by-case approval of the program graduate faculty). The specialization question is written by this committee in consultation with the student. Students have no more than one week to write the specialization answer, beginning when the question is obtained from the specialization committee chairperson and ending when the answer is submitted to the committee chair. The specialization examination is to be completed within six months prior to taking the theoretical foundations and research methods qualifying examinations.

Oral Examination:

The specialization oral examination is to take place within a reasonable time following the submission of the written answer to the committee chair -- and students will be notified of their specialization grade as quickly as possible following the committee's recommendation to the graduate faculty -- unless the answer is submitted during the week prior to the oral examinations for theoretical foundations and research methods, in which case the specialization oral exam will be conducted during the same week as the oral examinations for the other two portions of the qualifying examination.
SPECIALIZATION EXAM GRADING CRITERIA

An exam response will be given a grade of PASS if:

1. The exam response synthesizes and evaluates pertinent information in addition to reviewing and analyzing material. (The student should meet with his or her advisor and dissertation committee prior to the specialization qualifying exam to develop guidelines for pertinent knowledge that may be required on the specialization exam.)

Note: Synthesis is defined as the combining of often varied and diverse ideas, forces, or factors into one coherent or consistent complex; or composition or combination of parts so as to form a whole. Evaluate is defined as judgments concerning the worth, quality, significance, amount, degree of, condition of.

2. The central ideas or arguments in the response are (a) thoroughly explored, (b) supported with appropriate references, and (c) presented clearly and logically.

3. The exam response includes discussion of relevant theoretical frameworks and research findings that are appropriately referenced.

4. The exam response is well organized.

5. The most current APA Publication Manual guidelines are consistently followed in preparation of the typed copy of the exam response.

An exam response will be given a grade of FAIL if:

The first criterion for a pass has not been met, regardless of whether criteria 2 through 5 have or have not been met.
HDFS DOCTORAL DEGREE

GRADING CRITERIA FOR THE QUALIFYING EXAMINATION

The faculty's intention and desire is for all students to pass the qualifying examinations and to bring out the best in students. On their first testing occasion, students must take all three portions of the qualifying examination during the same semester (i.e., students must take the theoretical foundations and research methods portion of the examination when they are conducted during the semester even if the specialization portion has been failed prior to their administration). Students will receive a grade of pass or fail on each portion of the exam, although a committee may recommend a deferred decision to the graduate faculty as a prelude to receiving a pass or fail. A deferred decision will be a rare option in which the faculty do not assign a grade of either pass or fail. The student will meet only with the chair of the committee (or committee designate) within three working days of notification of the qualifying exam result (e.g., if notified on Thursday, the student makes an appointment for Friday, Monday, or Tuesday) in order to determine the concerns of the committee. Following the meeting with the committee chair, the student will have 14 calendar days only to address the concerns of the committee.

Procedure When the Examination is Satisfactory:
If the qualifying examination is considered satisfactory, the chairperson of the doctoral (advisory) committee will send to the Graduate Dean, for consideration by the Graduate Council, a formal written recommendation that the applicant be admitted to candidacy for the doctoral degree. (The letter should also state the date of the examinations and whether or not the student passed each portion of the exam.) This recommendation should be forwarded as soon as possible after all the above requirements have been met.

Following successful completion of the qualifying examination, the student is officially admitted to candidacy for the doctoral degree (see pages 22-26 for qualifying examination procedures). Upon admission to candidacy, the student has a maximum of four years in which to complete the dissertation.

Procedure When the Examination is Not Satisfactory:
An applicant who does not pass the qualifying examination may be permitted to repeat it once, after a lapse of at least four months, and not more than twelve months from the date of the unsatisfactory examination. All failed sections of the qualifying exam can be taken either together or separately; however, each one must be retaken and passed within the two testing occasions that they are offered after the original fail. Failure to pass the qualifying examination within the specified time will result in dismissal from the program irrespective of performance in other aspects of doctoral study.
Students who decide to take the doctoral qualifying examination certify by virtue of such
decision that they are prepared to do so, and thus cannot at a later date (i.e., following
the grading of the examination) claim prior disability or other hardship as: (a) a reason for
their unsatisfactory examination performance; and therefore as (b) grounds for an appeal to
overturn the decision of the graduate faculty.
RESEARCH METHODS

Listed below are expected competencies for doctoral students at the completion of their course work. These are not just expectations for the qualifying examination but are the minimum methodological skills for dissertation-level work. The qualifying exam is an evaluation check point to determine if students are adequately prepared to proceed to their dissertation research. At the point of dissertation, students should be capable of designing and conducting research deemed by others as having the potential of making a substantial contribution to the literature. Students should expect their advisors and other dissertation committee members to play no more than an advisory role. In the research methods qualifying exam, students are expected to show a level of expertise which convincingly demonstrates to the faculty their ability to take responsibility for their research.

Through course work, independent research, and familiarity with published research (including methodologically-focused articles), an exam response will be given a grade of PASS if the student can demonstrate:

• A solid foundation in basic research methods fundamentals as covered in the core course (Research Methods in HDFS) and additionally from the student’s own research experiences (e.g., thesis, 7000 research).
• An understanding of qualitative and quantitative analysis procedures as covered in the core courses (Quantitative Methods I—IV in HDFS, and Qualitative Methods in HDFS).
• The ability to design research that adequately addresses research questions or hypotheses.
• A general understanding of the major methodological issues and controversies in family studies and human development.
• Within the student’s specialization area, a sophisticated understanding of methodological problems and the ability to discuss (with reference to specific articles in the literature) various solutions that have been offered to handle these problems, along with the strengths and weaknesses of each.
• Application of the above to critiques of the existing literature and to the development of an original proposal.
• The ability to write an exam paper that specifically addresses the exam question and that is well-organized.
THEORETICAL FOUNDATIONS

a. Expectations

The theories qualifying exam committee expects that students will:

3. demonstrate critical thinking about theories and theoretical issues/constructs;
4. demonstrate understanding of complex theoretical issues at an abstract level (i.e., beyond the superficial description of concepts);
5. identify, explain, compare, contrast, assess, apply, and/or integrate multiple theoretical perspectives both within and across Human Development and Family Studies theories;
6. discuss metatheoretical issues about the integration of theories; and
7. support theoretical arguments and constructs with specific examples and evidence from scholarly literature.

b. Written exam

The written exam should be concise, clear, non-redundant, accurate, consistent with instructions, and grounded in the scholarly literature. Additionally, students are expected to cite original sources unless a secondary source makes a unique contribution. Students are expected to follow APA style.

c. Oral exam

The purpose of the oral exam is for students to defend and discuss theoretical knowledge relevant to the written exam. In preparing for orals, students should focus on the clarity of their written work so that they can adequately respond to questions about the paper’s content. Students should not focus on minor or superficial details in the written paper (e.g., errors in APA formatting). The oral may be used to amplify, reconsider, correct, or adjust the arguments/substantive issues raised by the written paper. In the oral, students may be asked to identify, describe and/or apply additional constructs of the theories they chose to use in the written paper.
HDFS DOCTORAL DEGREE
ANSWERING THE QUALIFYING EXAM
Instructions and Information

WRITTEN ANSWER:

I. Cover Sheet:
   Cover Sheet should include the exam name (i.e., Specialization Qualifying Exam, Theoretical Foundations Qualifying Exam, etc.), the date, and the student's unique university-assigned ID number. STUDENTS SHOULD NOT PUT THEIR NAMES ON THESE RESPONSES.

1. Style:
   • APA Publication Manual (the most recent edition) guidelines should consistently be followed in preparation of the typed copy.
   • Each copy should be bound such that there are no loose papers (one heavy duty staple in the top left corner is sufficient).

2. Submitting the Exam:
   8. Five copies of each (theoretical foundations and research methods) response should be turned in to the Graduate Secretary before the deadline specified in the current semester’s time line.
   9. Students are responsible for making the appropriate number of copies of each exam at their own expense.

3. Review:
   The review cycle for the graduate faculty’s periodic evaluation of qualifying examination procedures is three years.

ORAL ANSWER is an opportunity to:

• Discuss topics related to qualifying exam questions,
• Clarify any portions about which the committee has questions, and
• Expand upon ideas presented in the written answer.
http://www.depts.ttu.edu/gradschool/students/current/thd.php
HDFS DISSERTATION AND DEFENSE

This section contains most of the following materials you will need during this part of your graduate program. Work with your advisor in completing these forms at the appropriate times. These forms are your responsibility. Forms are obtained through the Graduate School: http://www.depts.ttu.edu/gradschool/forms/ Check boxes and dates on this page should be maintained for your records.

D Approval of Dissertation Proposal
Be sure that all members of your dissertation committee have signed this when your dissertation proposal has been approved. One copy should be submitted to the GHDFS Director. Date Completed __________

D Form for Reporting Change on Dissertation Title
This form must be approved by your Dissertation Committee Chair and submitted to the Graduate School with a copy to the HDFS Graduate Secretary. Date Completed __________________________

D Notice of Defense
To be posted by the student at least two weeks prior to your defense. See the Graduate Secretary for locations. Submit one copy to the GHDFS Director. Date Completed __________________________

D Final Doctoral Oral Examination (Defense) Notification of the Graduate School
This form must be typed and filed at least 3 weeks before the examination. It can also be accessed on-line from the Graduate School website at http://www.depts.ttu.edu/gradschool/Forms.php. See notification calendar for submission deadlines. Date Completed __________

D Dissertation Title Page (obtained from Graduate School)
Request your title pages with the submission of your defense notification form. Out-of-town students may call in their requests. Date Completed __________

D Notice of Completion of Dissertation Defense
Memo to the Graduate School, indicating successful completion of requirements for Ph.D. degree in Human Development and Family Studies and the completion date. This memo is completed by your advisor. Submit one copy to the GHDFS Director. Date Completed ___
NOTE! ALL STUDENTS NEARING GRADUATION

Deadline Packets, including Intention to Graduate forms, are printed and mailed to student’s local address. Be sure to notify the Graduate School’s Academic Advisor and the HDFS Graduate Secretary if your address has changed. Intents are due in the Graduate School by:

For Dates please look on Grad School Website:
http://www.depts.ttu.edu/gradschool/students/current/deadlines-grad.php
HDFS DOCTORAL DEGREE DISSERTATION CREDIT DISTRIBUTION

In the spirit of treating faculty equitably regarding their involvement in dissertations, it has become necessary to develop a policy governing the distribution of HDFS 8000 credit among committee members. At a minimum, graduate students will adhere to a policy of awarding credit to all of their committee members during:

1. The semester in which they first begin working on their dissertation proposal (i.e., when they first begin making use of their committee for proposal ideas and feedback);

2. The semester in which they have their formal dissertation proposal meeting with their committee, which is nearly always a different semester from (1) above; and

3. The semester in which they have their dissertation defense

During these three semesters, each committee member should receive at least 1 credit (of HDFS 8000), and may receive more than this depending upon the faculty member’s level of involvement in the dissertation. Students should consult their committee chairperson and the committee member in this process. Nominal involvement in the dissertation (i.e., reading drafts, attending meetings) would merit 2-3 credits during some of these semesters.

The committee chairperson should receive a minimum of 3 credits per semester of dissertation work (not just the three semesters mentioned above for committee members). Students enrolling for dissertation credits simply to maintain continuous enrollment must be enrolled in at least 1 credit with their committee chairperson. Students should consult their chairperson regarding the number of credits to be taken.

Students who violate this policy run the risk of asking their committee to read a document (proposal or final draft), or render other advice or assistance, only to have the committee refuse on the basis of receiving no credit for the current semester (i.e., one or more committee members are not officially working with the student during the time the student needs their attention). Finally, students should carefully consider remaining in Lubbock until the completion of their dissertation. Students find it maximally challenging to successfully complete it when they remain in Lubbock for the entire process, and leaving prematurely only compounds its difficulty. It is important to stay in Lubbock when completing your dissertation.
NOTICE OF DISSERTATION DEFENSE

Name

Date

Time

Place

Title of dissertation proposal:

Chair

xc: GHDFS

Director

Student

HDFS Ph.D. Manual
7/2015
ORAL DISSERTATION DEFENSE FORM

This form is to be completed by your dissertation committee upon completion of your oral defense. It should be submitted to the graduate school and a copy should be given to the HDFS Graduate Secretary as well.